

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
CLERK TYPIST
WETHERSFIELD

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Wethersfield

Job Posting No: P- 113460 (FULL-TIME DURATIONAL, 40 Hours) Position End Dates: August 23, 2016

Hours: 40 Hours per week Monday – Friday and Tuesday – Saturday Schedules

Salary: \$17.57 per hour

Closing Date: February 8, 2016

Eligibility Requirement: General Experience: Six (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

State employees currently holding the above title or those who have previously attained permanent status, may apply for lateral transfer. Reemployment/SEBAC candidates will be given first priority.

The Connecticut Department of Motor Vehicles is currently seeking qualified applicants for **full-time durational Clerk Typist positions that will be used to fill various durational positions.** These durational positions will be utilized in various units at the Wethersfield Office and at branch locations. There are no assurances that they will be funded past the end date of the position. Successful employees may be considered for permanent positions they qualify for, if permanent funded vacancies become available while they are employed based on their performance record.

Examples of Duties: Wethersfield Administrative Units – Monday to Friday or Tuesday to Saturday Schedule;

Using a personal computer, and other electronic equipment, types or data enters a variety of materials related to motor vehicle transactions; enters and retrieves data on personal computers and computer terminals. Processes and reviews documents with speed; documents and records with speed and accuracy; compiles information from standard sources and prepares reports. Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information. Prepares and sends out standard form letters. Answers phones, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk). Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required); makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives and processes payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

Branch Position - Tuesday to Saturday Schedule; In addition to the duties described above, these positions will interact directly with customers, reviewing documents and paperwork, while processing motor vehicle transactions.

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, scanners, phones, tablets and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Preferred Skills: Face to face, or phone based, customer service skills and experience are preferred.

Experience reviewing and verifying documents is preferred. Experience assisting with the resolution of customer Issues is preferred.

Application Instructions: Send a cover letter, and completed application form (CT-HR-12) indicating Clerk Typist in the examination Title Block, to: The Department of Motor Vehicles, Human Resources Division, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded at: <http://www.das.state.ct.us/exam>. Please note: Due to the large number of expected applicants, we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.